



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF ADMINISTRATIVE SERVICES JOB OPPORTUNITY (Anticipated Vacancy) HUMAN RESOURCES CONSULTANT 3 STATEWIDE HUMAN RESOURCES MANAGEMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on a current certification list for Principal Human Resources Specialist/Human Resources Consultant 3 or lateral transfer.

Location: 450 Columbus Blvd., Hartford, CT 06103

Job Posting No: 115350-HRC3

Hours: Full Time/8:00am – 5:00pm

Salary: MP63 Salary Range: \$80,261 - \$109,428
New employees to State service start at the minimum of the salary range.

Closing Date: December 20, 2016

This Human Resources Consultant 3 anticipated vacancy is in the Department of Administrative Services/Statewide Human Resources Management's Human Resources Service Center.

Eligibility Requirement: Open to current State employees who have applied for and passed the PRINCIPAL HUMAN RESOURCES SPECIALIST exam and must be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Human Resources Consultant 3 or Principal Human Resources Specialist or those who have previously attained permanent status in these titles may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Consulting duties to assigned agencies; working with and advising HR Administrators and Agency Heads on a full realm of human resources issues; performing organizational assessment, analysis and restructuring; performing all classification work related to assigned agencies; talent acquisition efforts and plans; administering examinations for assigned agencies; serving as grievance hearing officer and representing state at panel hearings; testifying at grievances and arbitrations; advising agencies on questions pertaining to interpretation of state personnel statutes and regulations, federal statutes and regulations, policies, procedures and rules governing state human resources; attending job fairs; revising job classifications; auditing agency transactions; providing HR training exercises; researching best HR practices; running EPM reports; assisting with reemployment/SEBAC projects; participating in streamlining exercises; and any other duties assigned.

General Experience: Nine (9) years of professional experience in human resources management.

Special Experience: Two (2) years of the General Experience must have been at or above the level of Human Resources Consultant 2 or Human Resources Specialist.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours Equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management or other closely related field may be substituted for one (1) additional year of the General Experience.
3. For State Employees two (2) years of experience at or above a Human Resources Consultant 2 or Human Resources Specialist may be substituted for the General Experience and Special Experience for the subject matter expert level.

Preferred Knowledge, Skills and Abilities: The preferred candidate must have:

- Thorough understanding of State HR business rules and proven ability in interpreting and analyzing state and federal laws and regulations;
- Knowledge of HR business practice as it pertains to compensation, classification, recruitment, and employee relations;
- Experience demonstrating attention to detail, analytical research, and data analysis skills;
- Knowledge of CORE-CT and demonstrated ability to use EPM to create complex reports;
- Demonstrated ability to testify at formal hearings, grievances, arbitrations and in court;
- Demonstrated ability to draft policies and procedures, stipulated agreements, and technical reports;
- Demonstrated ability to provide internal or external consultation services to customers;
- Demonstrated ability to design and conduct formal training programs;
- Demonstrated ability to drive change;

- Demonstrated ability to be self-directed and results focused;
- Demonstrated ability to multi-task and work with multiple priorities and stakeholders.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment ([CT-HR-12](#)) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SMART/HUMAN RESOURCS UNIT
ATTN: SUSAN TURKO, HR SPECIALIST
450 COLUMBUS BLVD., SUITE 1404
HARTFORD, CT 06103**

FAX: 860-690-5222 (*Preferred Method*)

OR

E-MAIL: susan.turko@ct.gov

INCOMPLETE PACKAGES AND THOSE RECEIVED AFTER 12/20/2016 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.